

GOVERNMENT OF THE DISTRICT OF COLUMBIA
POSITION VACANCY ANNOUNCEMENT

CHILD AND FAMILY SERVICES AGENCY
HUMAN RESOURCES ADMINISTRATION

ANNOUNCEMENT NO: CFSA-10-P002	POSITION: Supervisory QA Program Analyst, MS 301-13
OPENING DATE: 10/08/09	CLOSING DATE: OPEN UNTIL FILLED
IF "OPEN UNTIL FILLED" FIRST SCREENING DATE: 10/22/09 And every two weeks thereafter	SALARY RANGE: MS-13 \$76,996 - \$107,794 PA
WORK SITE: WASHINGTON, D.C.	TOUR OF DUTY: 8:15 A.M. TO 4:45 P.M. Monday – Friday
PROMOTION POTENTIAL: NONE	AREA OF CONSIDERATION: UNLIMITED
	NO. OF VACANCIES: ONE
AGENCY: Child and Family Services Agency (CFSA), Office of the Deputy Director for Planning, Policy, and Program Support (ODPPPS), Quality Assurance Division	
DURATION OF APPOINTMENT: MANAGEMENT SUPERVISORY SERVICE (AT WILL)	

"AT WILL" EMPLOYMENT APPLIES TO THE MANAGEMENT SUPERVISORY SERVICE (MSS). ALL POSITIONS AND APPOINTMENTS IN THE MSS SERVE "AT THE PLEASURE OF THE APPOINTING AUTHORITY" AND MAY BE TERMINATED AT ANY TIME WITHOUT CAUSE.

RESIDENCY PREFERENCE AMENDMENT ACT: A person applying for a position in the Career Service, Educational Service, Management Supervisory Service, or an attorney position in the Excepted Service (series 905) who is a bona fide resident of the District of Columbia AT THE TIME OF APPLICATION for the position, may be awarded a 10-point residency preference over non-District applicants, unless the person declines the preference points. If selected, the person shall be required to present no less than 8 proofs of bona fide District residency and maintain such residency for 7 consecutive years from the effective date of the appointment. Failure to maintain bona fide District residency for the 7 year period will result in forfeiture of employment.

BRIEF DESCRIPTION OF DUTIES:

The incumbent is responsible for direct supervision of the Quality Assurance Division; Develops and maintains collaborative relationships with internal and external stakeholders; Directs the design and development of processes, methodologies, instruments and protocols to collect and compile data; to analyze findings; to draw conclusions and develop recommendations; and to report to the Quality Assurance Program Manager and Planning, Data, and Quality Assurance Administrator; Coaches and mentors staff to develop relationships with CFSA and external Agency officials and program staffs to develop appropriate linkages, and reinforce the primary goals and leadership principles of the Agency's practice model, and to assist officials in understanding, utilizing and moving forward with recommendations; Maintains statistical data and produce periodic reports that summarize recommendations and quality assurance findings, identifies systemic problems, provide advisory opinion, and develops or recommends problem resolution strategies to program administrators; Contacts appropriate organizations and agencies; keeps abreast of current national/local regulations, laws and standards in child welfare through research, literature, policy analysis; Provides input, on behalf of the Office of OPPPS, for the development of training for CFSA ; social workers and supervisors; participates in the provision of core training for CFSA and private agency staffs; Oversees the production of the biannual Public Quality Assurance Report and monthly internal QA Census Report.

QUALIFICATION REQUIREMENTS:

One year specialized experience equivalent to at least the next lower grade which has equipped the applicant with the particular knowledge, skills and abilities to perform successfully the duties of the position and that are typically in or related to the work of the position to be filled.

SELECTIVE PLACEMENT FACTORS:

- **Ph.D. or Master's degree in public policy, social policy, social work, research or equivalent degree**
- **Professional knowledge of social work principles, standards, ethics, policy and methods**
- **Extensive knowledge of Public Law 96-272, the Adoption Assistance and Child Welfare Act of 1980, D.C. Law 22-22, the Child Abuse and Neglect Act of 1977, Public Law 105-89, the Adoption and Safe Families Act of 1997, the LaShawn Modified Final Order as well as other relevant mandates and regulations**

SUBMISSION OF RANKING FACTORS

The following ranking factors will be used in the evaluation process. All applicants MUST respond to the ranking factors ON A SEPARATE SHEET OF PAPER. Please describe specific incidents of sustained achievements from your experience that show evidence of the level at which you meet the ranking factors that have been determined to be of importance for the position for which you are applying. You may refer to any experience, education, training, awards, outside activities, etc., that indicate the degree to which you possess the job-related knowledge, skills, and abilities described in the ranking factors. The information given in response to the ranking factors should be complete and accurate to the best of your knowledge. **FAILURE TO RESPOND TO ALL RANKING FACTORS WILL ELIMINATE YOU FROM CONSIDERATION.**

1. Knowledge of the mission, goals and objectives of the Child and Family Services Agency, and a comprehensive knowledge of operating programs within the Agency, sufficient to analyze and evaluate Agency effectiveness as it relates to the administration of program requirements;
2. Extensive skill and knowledge in research methods, problem solving, analysis, development and testing of research tools and instruments, and reporting to provide decision makers with substantive and accurate information and recommendations for solutions;
3. Knowledge of entities within and outside the Child and Family Services Agency which impact or relate specifically to the agency's abilities to remain in compliance with its mission and mandates;
4. Ability to analyze and assimilate a wide, and often disparate, variety of information, and to provide substantive contributions to correct systemic problems and to improve program operations and the overall delivery of services. Familiarity with and skill using software such as Excel, Access, Nvivo or SPSS;
5. Excellent skill in oral and written communications. Ability to facilitate meetings involving professionals from many different backgrounds and disciplines;

OTHER SIGNIFICANT FACTORS: Pursuant to the Child and Youth, Safety and Health Omnibus Congressional Review Amendment Act of 2004 and Mayor's Order 90-27 Drug-Free Workplace Act of 1988; the individual selected to fill this position will, as a condition of employment, be required to complete a Drug and Alcohol Test, Criminal Background Check, Child Protection Registry (CPR) and Traffic Records. Employment with the CFSA is subject to satisfactory findings.

DRUG-FREE WORK PLACE ACT OF 1988: "PURSUANT TO THE REQUIREMENTS OF THE DRUG-FREE WORKPLACE ACT OF 1988, THE INDIVIDUAL SELECTED TO FILL THIS POSITION WILL, AS A CONDITION OF EMPLOYMENT, BE REQUIRED TO NOTIFY HIS OR HER IMMEDIATE SUPERVISOR, IN WRITING, NO LATER THAN FIVE (5) DAYS AFTER CONVICTION OF OR A PLEA OF GUILTY TO A VIOLATION OF ANY CRIMINAL DRUG STATUTE OCCURRING IN THE WORKPLACE."

Applications received outside the area of consideration and/or after the closing date will not be given consideration. You must resubmit your resume to receive consideration for any subsequent advertised position vacancies.

How to apply: **All applicants, agency employees and other D.C. government employees must submit the District of Columbia government employment application (DC2000).** The District of Columbia government is an equal opportunity employer. All qualified candidates will receive consideration without regard to race, color, religion, national origin, sex age, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, physical handicap or political affiliation. Applicants will only be notified if an interview is granted.

TO APPLY:

FAX TO: (202) 727-5750
EMAIL TO: cfsajobs@dc.gov

WEB SITE: www.cfsa.dc.gov
TELEPHONE: (202) 724-7373

IN ACCORDANCE WITH THE DC HUMAN RIGHTS ACT OF 1977, AS AMENDED, DC CODE SECTION 2.1401.01 et seq., ("THE ACT") THE DISTRICT OF COLUMBIA DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, AGE, MARITAL STATUS, PERSONAL APPEARANCE, SEXUAL ORIENTATION, FAMILIAL STATUS, FAMILY RESPONSIBILITIES, MATRICULATION, POLITICAL AFFILIATION, DISABILITY, SOURCE OF INCOME, OR PLACE OF RESIDENCE OR BUSINESS. DISCRIMINATION IN VIOLATION OF THE ACT WILL NOT BE TOLERATED. VIOLATORS WILL BE SUBJECT TO DISCIPLINARY ACTION.

OFFICIAL JOB OFFERS ARE MADE ONLY BY HUMAN RESOURCES ADMINISTRATION
